

Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 04-06

SUBJECT: Annual Requirement to file the Confidential Financial Disclosure Report (OGE-450)

NEW MATERIAL: This policy notice discusses the annual requirement to file the Confidential Financial Disclosure Report. This year, the form can be completed on-line.

EFFECTIVE DATE: 10/05/2004

POLICY

USAID/General Notice
GC/EA
10/06/2004

SUBJECT: Annual Requirement to file the Confidential Financial Disclosure Report (OGE-450)

This reporting requirement applies only to certain non-clerical employees whose positions are classified at GS-15 or below (including FS equivalents, SGEs, PSCs, and FSNs), the duties of which involve the exercise of significant discretion in certain sensitive areas.

NOTE: This reporting requirement also applies to all contracting officers with warrant authority, regardless of their current duties. PAS employees, Senior Foreign Service officers, members of the Senior Executive Service, and Schedule C employees are not required to file the OGE-450. Clerical employees, regardless of grade or type of appointment, need not file.

Bureau AMSs and Mission EXOs have designated those positions required to file the OGE-450 for this cycle, which covers the period from October 1, 2003, through September 30, 2004. **FORMS CANNOT BE SIGNED AND DATED ANY EARLIER THAN OCTOBER 1, 2004.** Any questions about designations should be directed to your AMS/EXO.

This year, Personal Service Contractors (PSCs) and other employees will be able to use an OGE-450 form that can be completed on-line. The forms may be accessed on-line through the USAID intranet forms page (http://inside.usaid.gov/forms/fr450fill_03.pdf). This electronic process is meant to be a convenience for filers. Currently there are no provisions for the forms to be electronically transferred or have electronic signatures. If you choose to complete your report on-line, you are still required to submit a signed and dated hard copy of the

report, in a sealed envelope, to your AMS or EXO no later than November 1, 2004 (as October 31st falls on a Sunday this year).

We encourage all filers to begin gathering the necessary information and complete the forms as soon as possible. Mission EXOs and Bureau AMS officers are responsible for distributing blank Confidential Financial Disclosure Forms (OGE-450) and related materials. Procedures for review and handling of the confidential forms remain the same as last year. Overseas, Executive Officers collect and forward completed forms to the appropriate RLA, after an intermediate review by Mission Controllers for certification. The RLAs will then certify and submit the forms to GC/EA by December 1, 2004. In Washington, AMS officers will collect and forward completed forms to GC/EA by November 1, 2004 for certification, after an intermediate review by their Bureau Controller or Chief Program/Budget Officer.

The responsibilities of Controllers or Chief Program/Budget Officers and RLAs in the OGE-450 process include the need to be sensitive to the fact that these reports contain personal and confidential financial information. All personnel must ensure that these reports are handled, transmitted, and maintained in a manner consistent with the Privacy Act.

Point of Contact: Any questions concerning this Notice may be directed to Linda Greiner, GC/EA, (202) 712-0151, Room 6.6-032 or Dan Stoll, GC/EA, (202) 712-1076, Room 6.6-041.

Notice 1018

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU1_0406_101204_cd37	10/06/2004	10/05/2004	N/A	CD 37	This IU will remain active until the reminder notice for next year comes out.

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